



# Formatting in Word

Sophie Gahan

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# Objectives

In this session we will cover:

- General Formatting Tips
  - Font style, line spacing, images
- Adding a Cover Page
- Setting Up and Maintaining a Table of Contents
  - Using Automatic Heading Styles
- Page Breaks
- Inserting Page Numbers
- Inserting a Plagiarism Sheet
- Password-protecting the document



# Editing Levels

A traffic light system is being used in this presentation to represent the levels of skill/necessity involved in each task. You will see these labels at the top of each slide.



**Green** = Fundamental skill/required



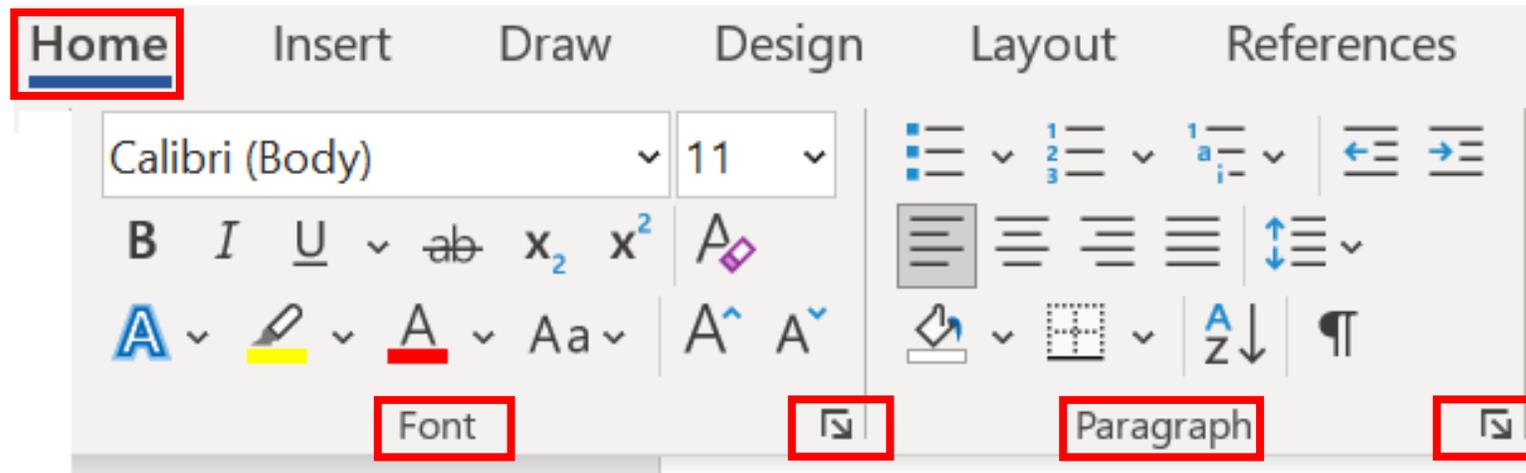
**Orange** = Intermediate skill/required



**Red** = Advanced skill/not a requirement

# General Formatting

Most formatting is controlled via the **Font** and **Paragraph** groups under the **Home** tab.

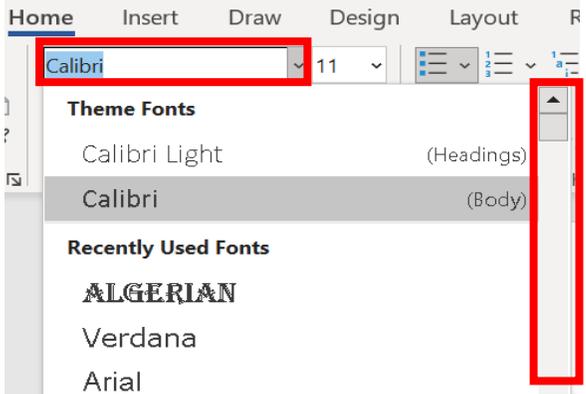
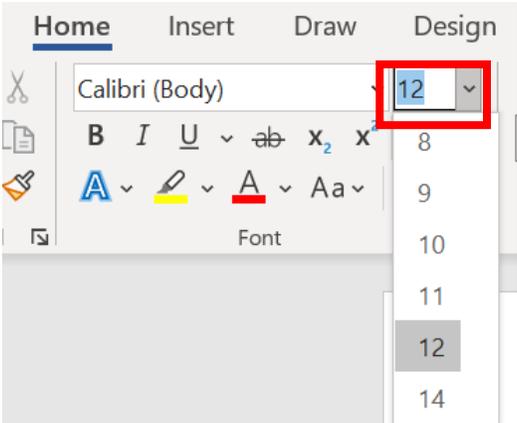
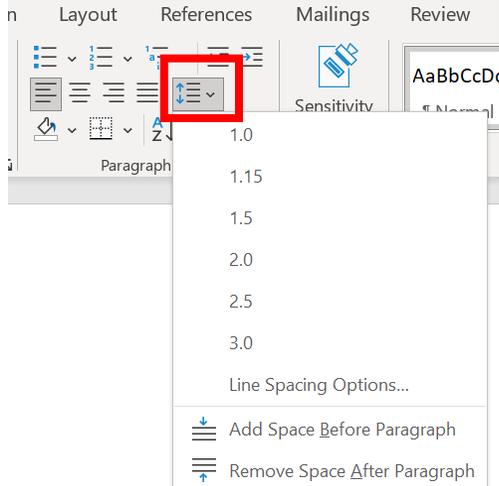


For more advanced options, you can expand these groups using the arrow in the bottom-right corner.

# General Formatting – Font Style and Size

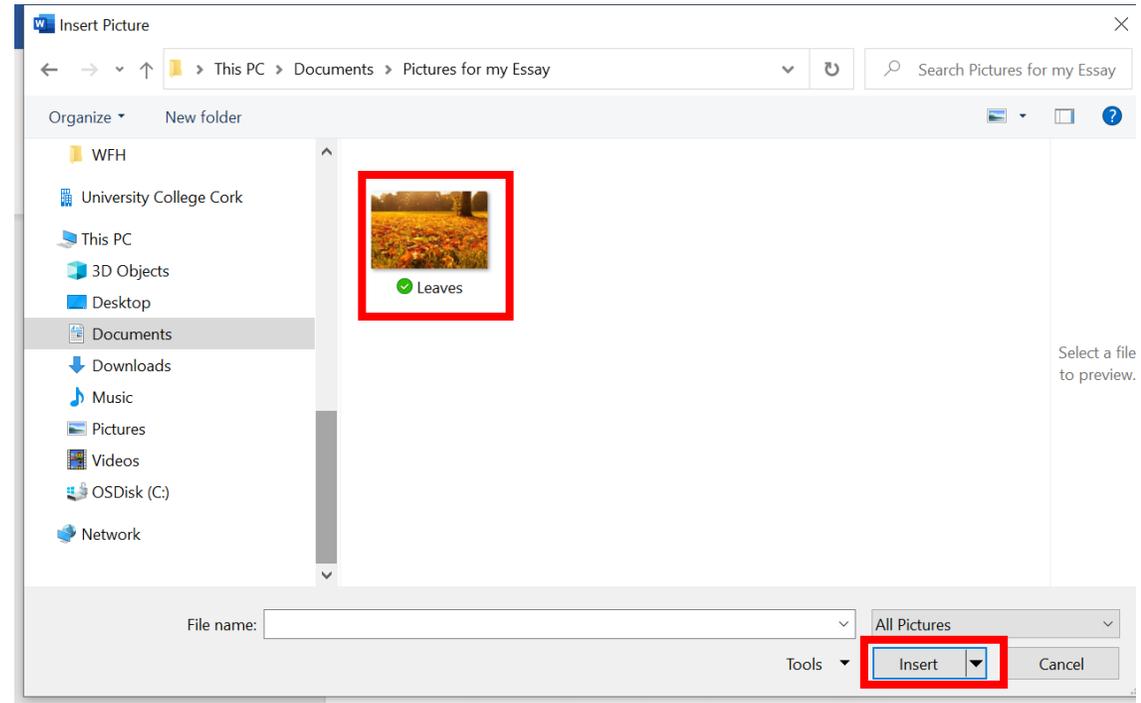
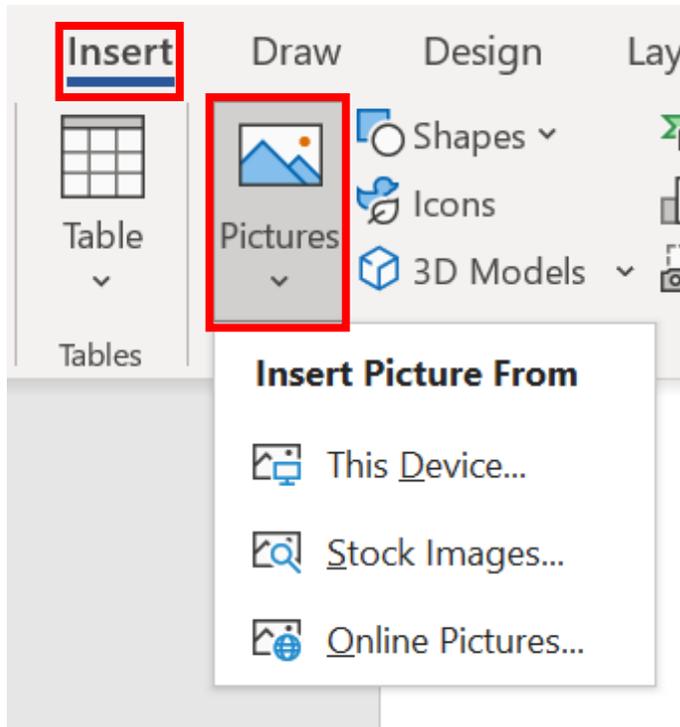
For assignments with Cork Counselling Services, you must use **Size 12 font** with **double line spacing**.

Font formats must also be **Sans Serif** (without tails), these would include: Tahoma, Calibri, Verdana, Arial, Lucida Sans Unicode.

Adjust font	Adjust size	Adjust line spacing
<p>Expand the <b>Font</b> menu and type the name of the font you want or scroll to find it.</p> 	<p>Expand the <b>Font Size</b> menu and type or choose a size.</p> 	<p>Expand the <b>Line and Spacing</b> menu and choose an option.</p> 

# General Formatting – Inserting an Image

- Use the **Insert** tab to add a picture from your device. **Insert > Pictures > This Device**.
- Navigate to the folder where the image resides, select the image, and press **Insert**.

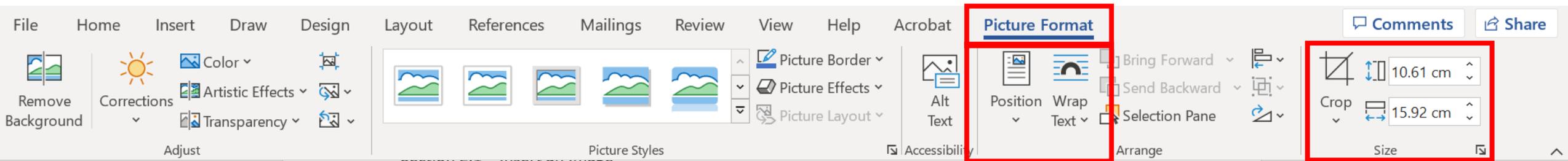


# General Formatting – Images



When clicked on the image, you can edit it via the **Picture Format** tab that appears in the menu.

From here you can crop and resize the image, give it a border, and position it on the page.



The APA guidelines, for an images that are embedded within the essay, are to:

**“Place the figure at either the top or bottom of the page rather than in the middle.**

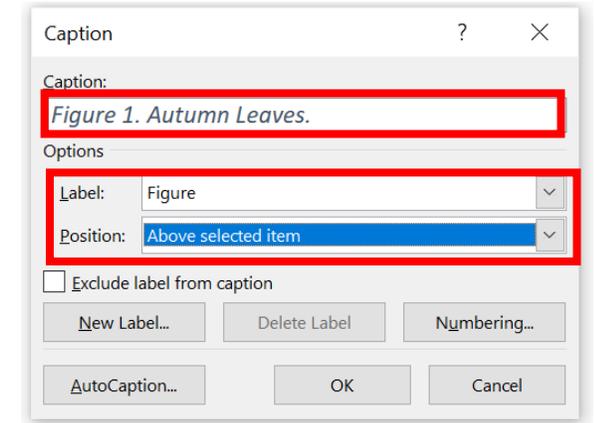
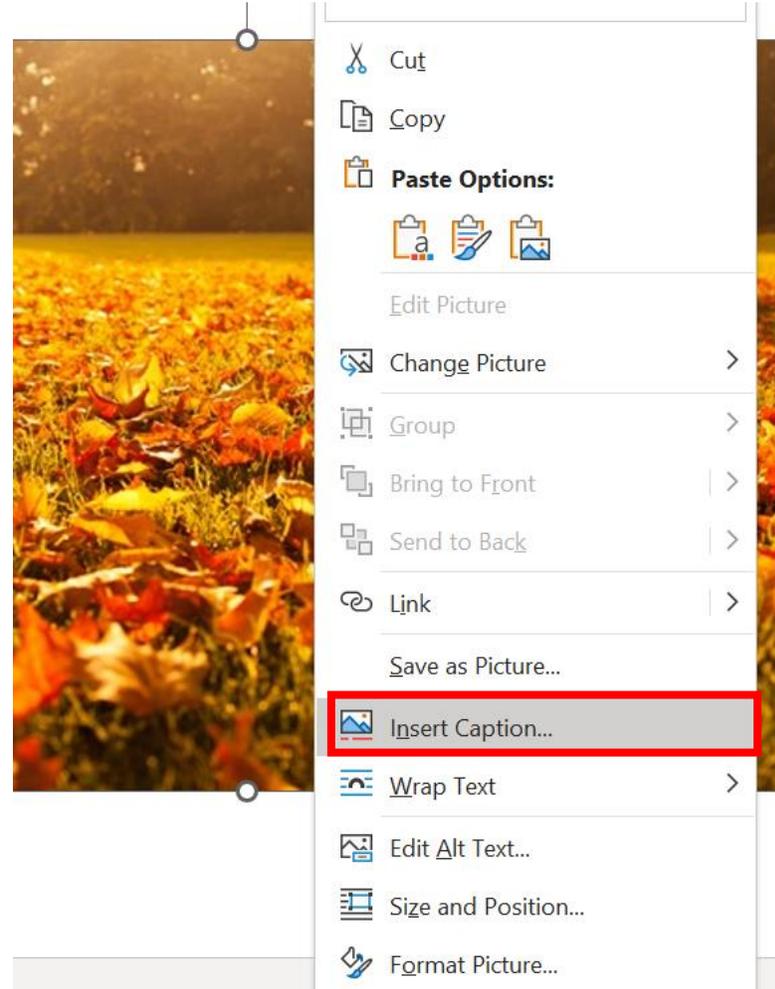
**Also add one blank double-spaced line between the figure and any text to improve the visual presentation.”**

# General Formatting – Citing Images as Figures

The easiest method for creating a Table of Figures is to:

1. Caption as you go. When you put in an image, right-click and select **Insert Caption**.
2. Choose the label and position ([The APA requires a figure number and title above the item](#)).
3. Type the caption.
4. Click OK.

**Note:** [for images that require an attribution, a reference must also be provided beneath the image](#) as well as in the reference list at the end of the document.



# General Formatting - Quick tips



## Keyboard shortcuts

- Undo = **ctrl and z**
- Copy = highlight the item and press **ctrl and c**
- Paste = click into where you want to place the item and press **ctrl and p**

## Fixes

- **Copy formatting used previously** = click anywhere on the sentence you want to copy. Select the paintbrush tool from the Home tab. Brush over the sentence that you want to change.



- **Clear formatting** = highlight the word/sentence that you want to change and select the eraser symbol.





# Adding a Cover Page

The following information is required on the title page of your essay. You can copy and paste the below.

**Your CU Student Number:**

**Course of study:** “Presented in part fulfilment of the requirements of the B.Sc. (Hons) Counselling & Psychotherapy, Cork Counselling Services Training Institute”

**Module:**

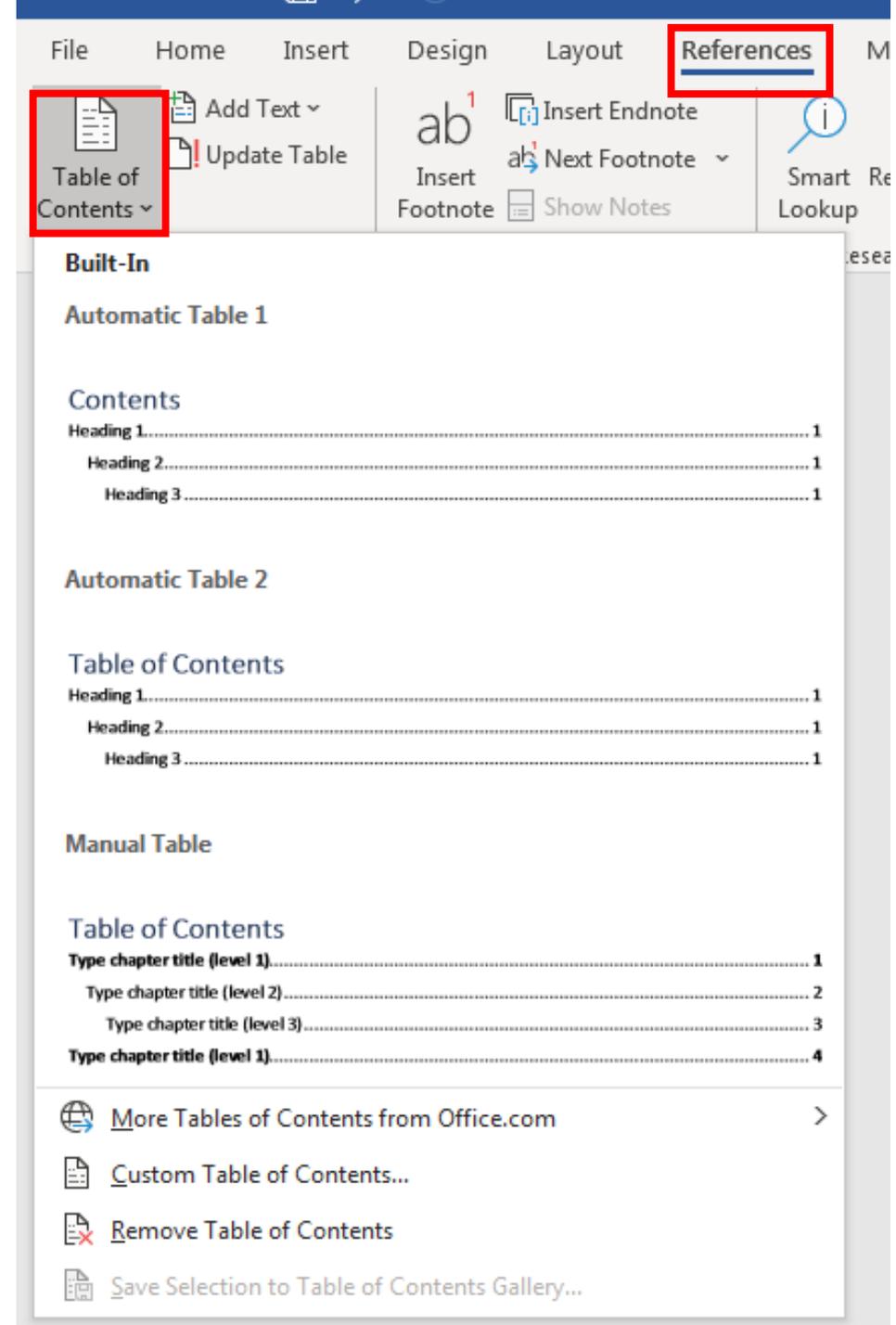
**Title of assignment:**

**Date of submission:**

**Word count:**

# Setting up a Table of Contents

- An automatic Table of Contents can be set-up from the **References** tab.
- An automatic table can be linked to **Heading Styles**, which will save you time manually writing up the list of page numbers and titles at the end.
- An automatic table will also help the person reviewing your document to jump to specific sections by clicking the titles.

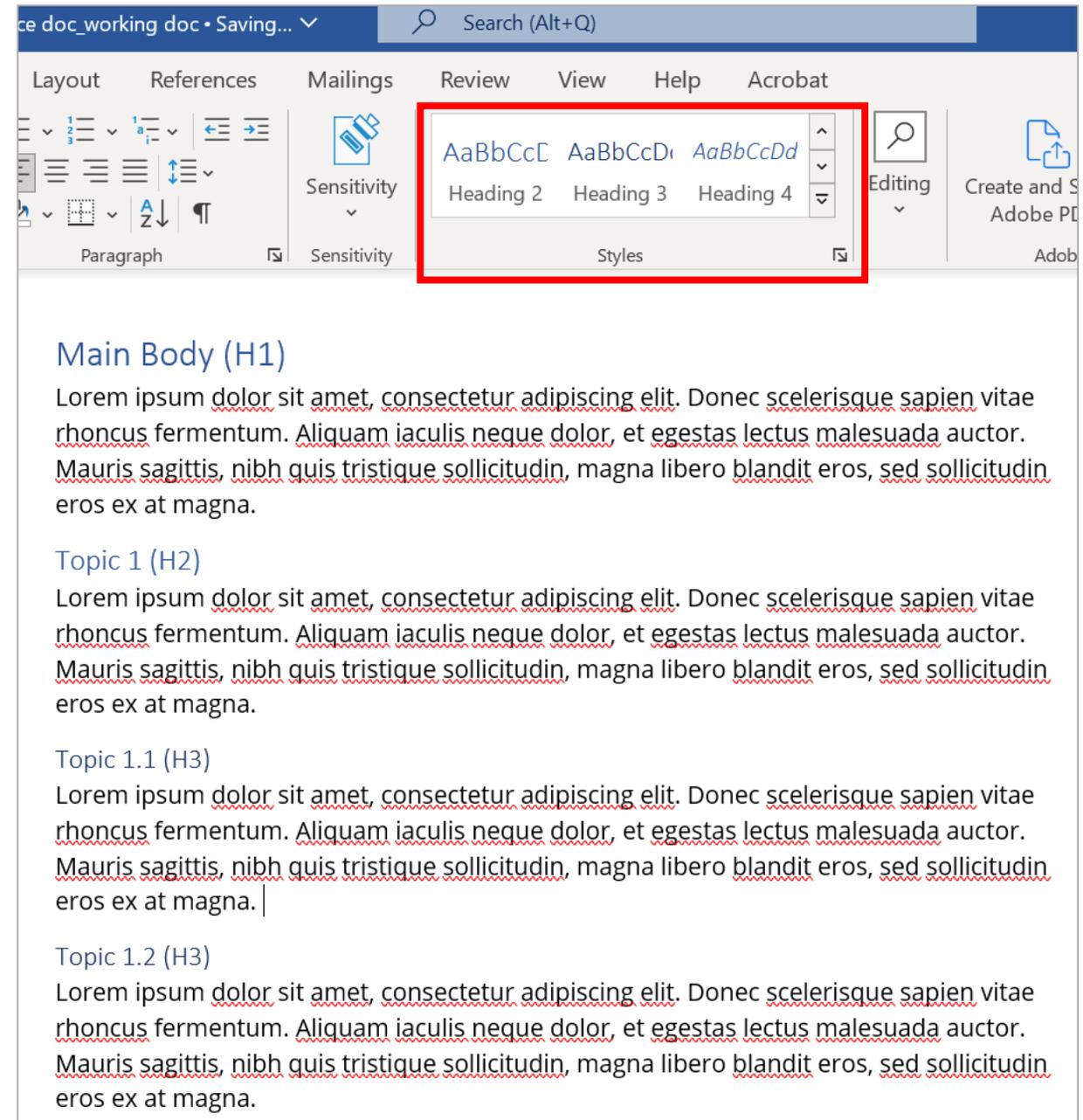


The screenshot shows the Microsoft Word interface with the **References** tab selected. The **Table of Contents** button in the ribbon is highlighted with a red box. A dropdown menu is open, displaying several options for creating a Table of Contents:

- Built-In**
  - Automatic Table 1**
    - Contents
      - Heading 1..... 1
      - Heading 2..... 1
      - Heading 3..... 1
  - Automatic Table 2**
    - Table of Contents
      - Heading 1..... 1
      - Heading 2..... 1
      - Heading 3..... 1
  - Manual Table**
    - Table of Contents
      - Type chapter title (level 1)..... 1
      - Type chapter title (level 2)..... 2
      - Type chapter title (level 3)..... 3
      - Type chapter title (level 1)..... 4
- [More Tables of Contents from Office.com](#)
- [Custom Table of Contents...](#)
- [Remove Table of Contents](#)
- [Save Selection to Table of Contents Gallery...](#)

# Heading Styles

- Using **Heading Styles** in Word tells your Table of Contents the difference between main topics and sub-topics.
- A **Heading 1** is normally used as a section title, also known as a top-level heading.
- Headings work in a hierarchy, meaning headings 2-4 must follow a Heading 1. Heading 4 is the smallest.
- To add a Heading Style to a title, simply highlight the title and select the appropriate style from the **Styles** group, under the **Home** tab.



The screenshot displays the Microsoft Word interface. The top ribbon shows the 'Home' tab, with the 'Styles' group highlighted by a red box. The 'Styles' gallery is open, showing a list of styles: 'AaBbCcE', 'AaBbCcD', 'AaBbCcDd', 'Heading 2', 'Heading 3', and 'Heading 4'. Below the ribbon, the document content is shown with the following heading structure:

- Main Body (H1)**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec scelerisque sapien vitae rhoncus fermentum. Aliquam iaculis neque dolor, et egestas lectus malesuada auctor. Mauris sagittis, nibh quis tristique sollicitudin, magna libero blandit eros, sed sollicitudin eros ex at magna.
- Topic 1 (H2)**

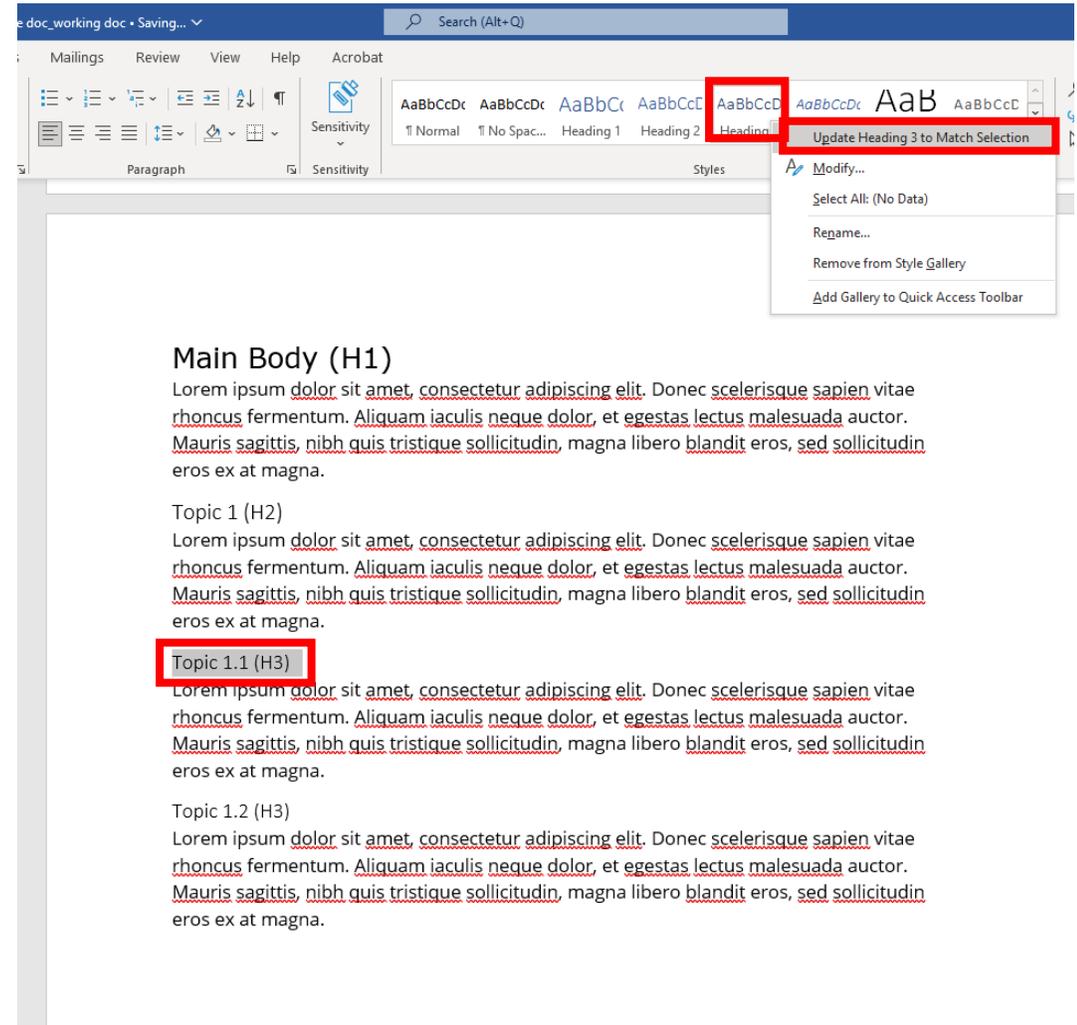
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec scelerisque sapien vitae rhoncus fermentum. Aliquam iaculis neque dolor, et egestas lectus malesuada auctor. Mauris sagittis, nibh quis tristique sollicitudin, magna libero blandit eros, sed sollicitudin eros ex at magna.
- Topic 1.1 (H3)**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec scelerisque sapien vitae rhoncus fermentum. Aliquam iaculis neque dolor, et egestas lectus malesuada auctor. Mauris sagittis, nibh quis tristique sollicitudin, magna libero blandit eros, sed sollicitudin eros ex at magna. |
- Topic 1.2 (H3)**

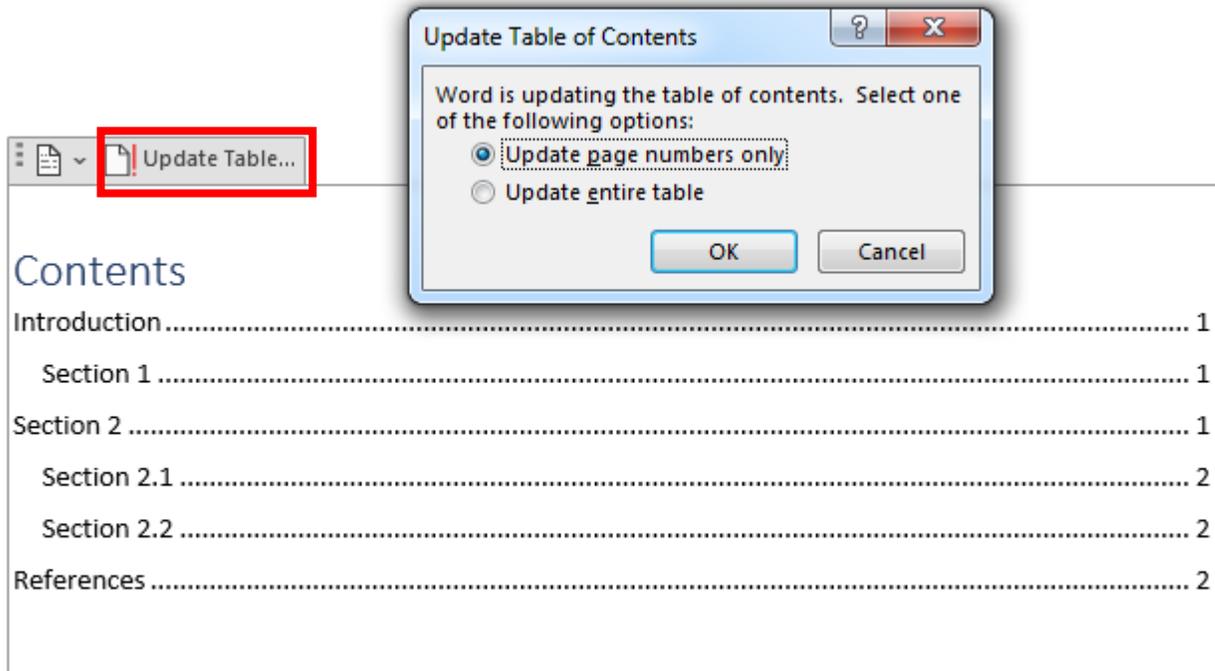
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec scelerisque sapien vitae rhoncus fermentum. Aliquam iaculis neque dolor, et egestas lectus malesuada auctor. Mauris sagittis, nibh quis tristique sollicitudin, magna libero blandit eros, sed sollicitudin eros ex at magna.

# Customising Heading Styles

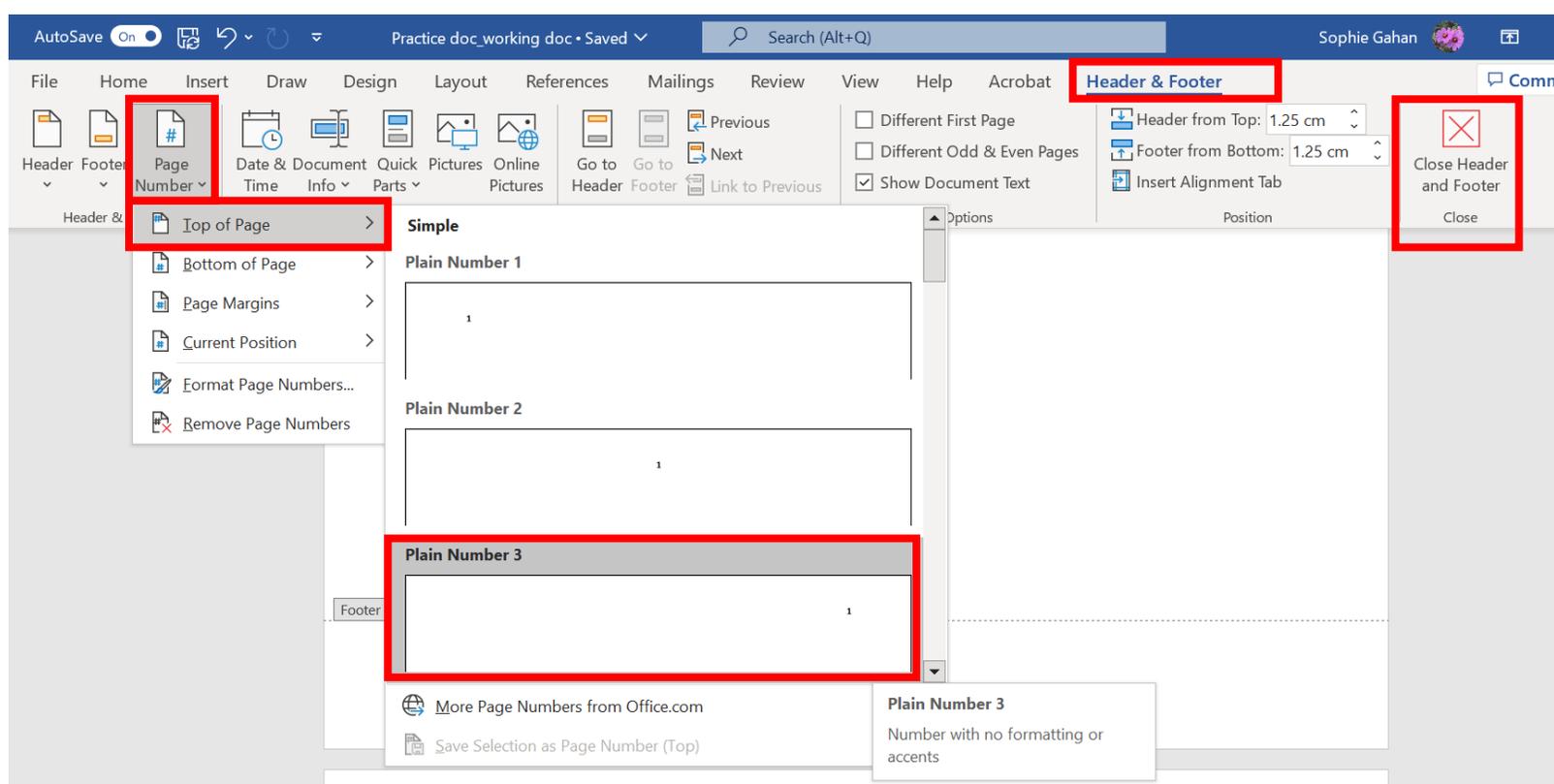
- It is not necessary to stick rigidly to the blue heading styles that can be found in the Styles group.
- You can use your own format for your section/topic titles using the steps below.
  - **Step 1.** Select a font for each title/topic
  - **Step 2.** Highlight the title
  - **Step 3.** Right-click on the current Heading Style in the **Styles** group.
  - **Step 4.** Select **Update [Style Name] to Match Selection.**
- **Note:** A style is applied to all heading types. Meaning you must use the same style across all H1s in the document etc.



# Updating a Table of Contents



- You can update a table of contents at any time by clicking on it and selecting **Update table**.
- Choose whether to update page numbers only, or the entire table.
- Generally, it's worth updating the entire table.



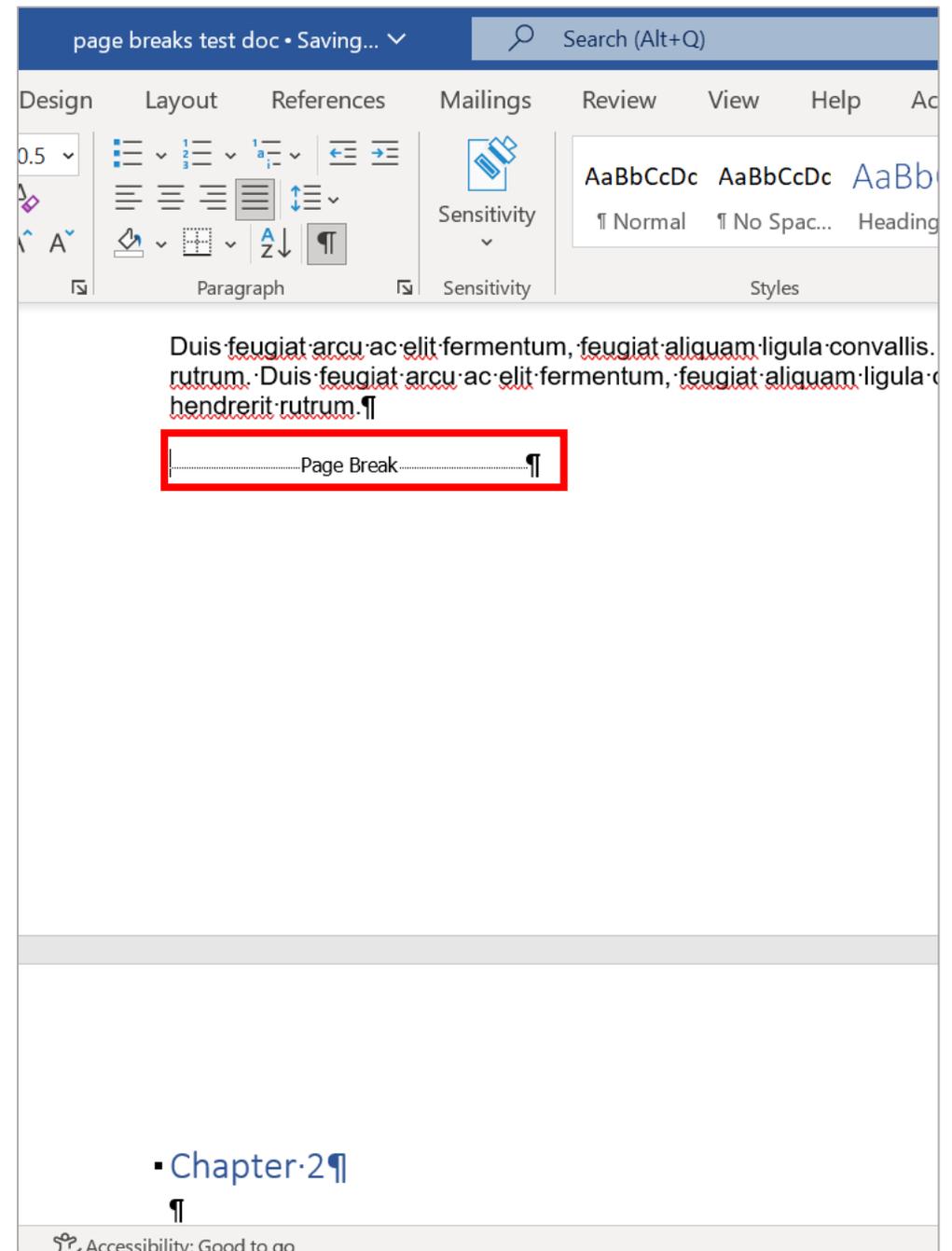
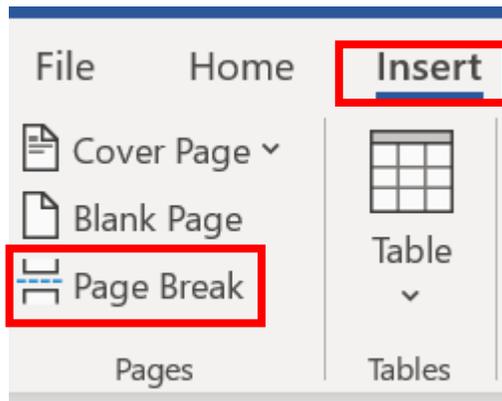
- Page numbers not only inform your **Table of Contents** but they are also a [requirement for formatting an essay with APA referencing](#).
- To add page numbers:
  - Step 1:** Double click the top or bottom of a page to open the **Header & Footer** tab.
  - Step 2:** Select **Page Number** on the left-hand side of the ribbon.
  - Step 3:** Choose top or bottom ([the top-right corner is recommended by the APA](#)).
  - Step 4:** Choose left, middle, or right (you will need to use **Plain Number 3** to comply with APA).
  - Step 5:** **Close Header and Footer** using the button marked in the screenshot.

# Page Numbers



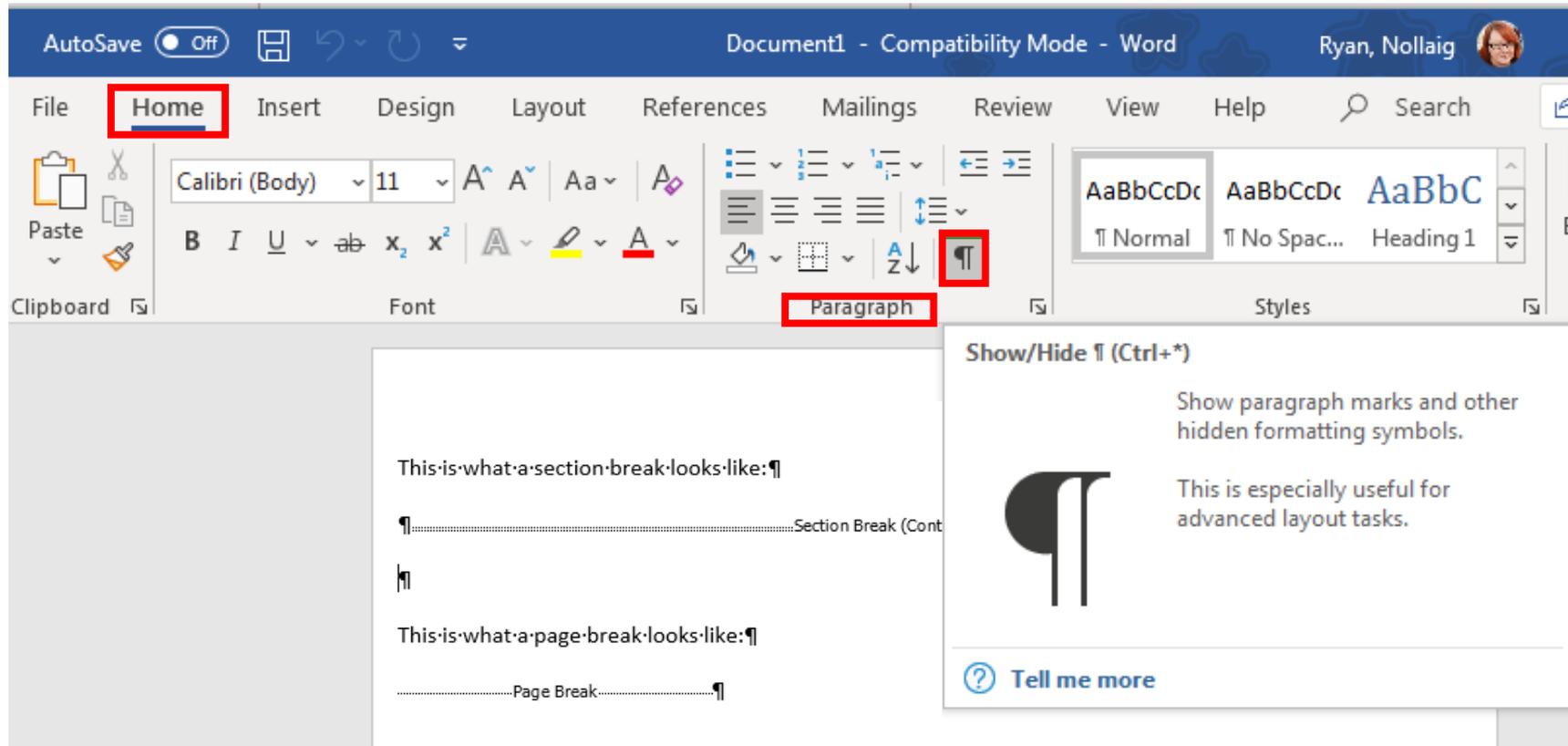
# Page Breaks

- Page breaks are used to control where a page ends and where a new page begins.
- It is best to move to a new page using **ctrl + Enter** or **Insert > Page Break**.
- Using multiple carriage returns to move to a new page is not recommended as it creates space which will be retained, and shift around, as the document is edited.



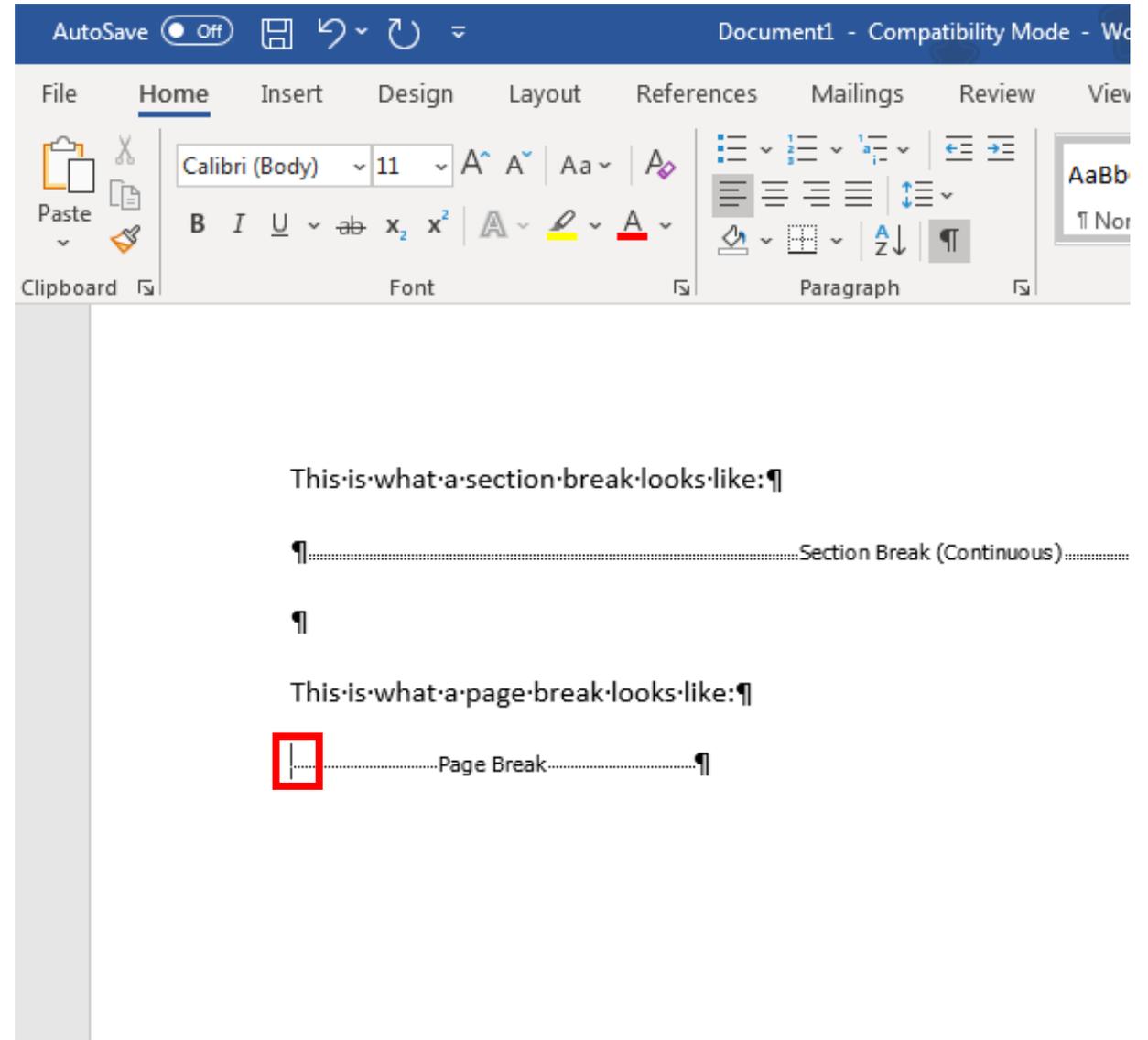
# Viewing Breaks

- To view your breaks: in the **Home** tab, click the **Show/Hide** button in the **Paragraph** group.
- Simple line spaces will be represented by the following icon: ¶
- Page and Section Breaks are represented by multiple dashes and their respective titles.



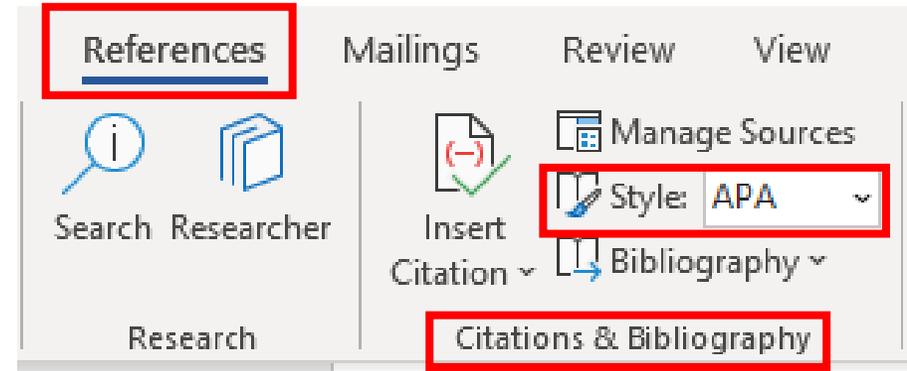
# Deleting a Break

- Click on the break you wish to remove.
- Your cursor will display just before the break as shown.
- Simply hit delete on your keyboard.
- **Note:** If you delete a section break, the section above that break in the document will be merged with the section below that break, including becoming formatted to match.



# References – Source Manager

- You can save your references in Word, for each individual document. These are also saved in Word for future assignments.
- References can be pulled from the source manager for each citation and for building your References list at the end of the document.
- This is done via **References > Citations and Bibliography**.
- First, you will need to set the **Style** to APA (**note**: this is set to the 6<sup>th</sup> edition).
- Next, select **Manage Sources**. In the next slide, we will look at how to add a new source.



# Adding a New Source

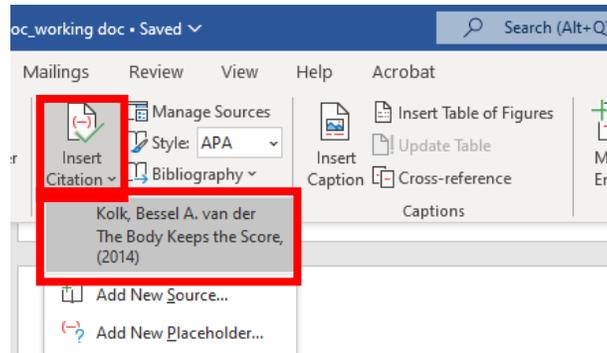


The screenshot shows the Microsoft Word interface with the **Manage Sources** button highlighted in the ribbon. Below it, the **Source Manager** dialog box is open, displaying two lists: **Master List** and **Current List**. The **Current List** contains one source: "Kolk, Bessel A. van der; The Body Keeps the Score (2014)". A **New...** button is also highlighted. Below the lists is a **Preview (APA):** section showing the citation and bibliography entry for the selected source. At the bottom, the **Edit Source** dialog box is open, showing fields for **Type of Source** (Book), **Language** (Default), **Author** (Kolk, Bessel A. van der), **Title** (The Body Keeps the Score), **Year** (2014), **City** (New York), and **Publisher** (Penguin Group). The **OK** and **Cancel** buttons are visible at the bottom of the **Edit Source** dialog.

- To add a new book, paper, website, or article to your source list select **Manage Sources**.
- This will open the **Source Manager**.
- The **Master List** (left) contains all previously-used sources i.e from past documents. The **Current List** (right) lists sources and placeholders in this document. You can copy sources from one list to the other.
- You can click any source to preview how it will display in your document.
- If you click **New**, you will be given a form to fill. Simply fill in all the relevant details and press OK. Word will arrange the source as per your chosen style.

# Using Sources

- You can use your list of sources to add a citation within your essay i.e using **References > Insert Citation**.
- And also to build your References list at the end of the document i.e using **References > Bibliography > References**.



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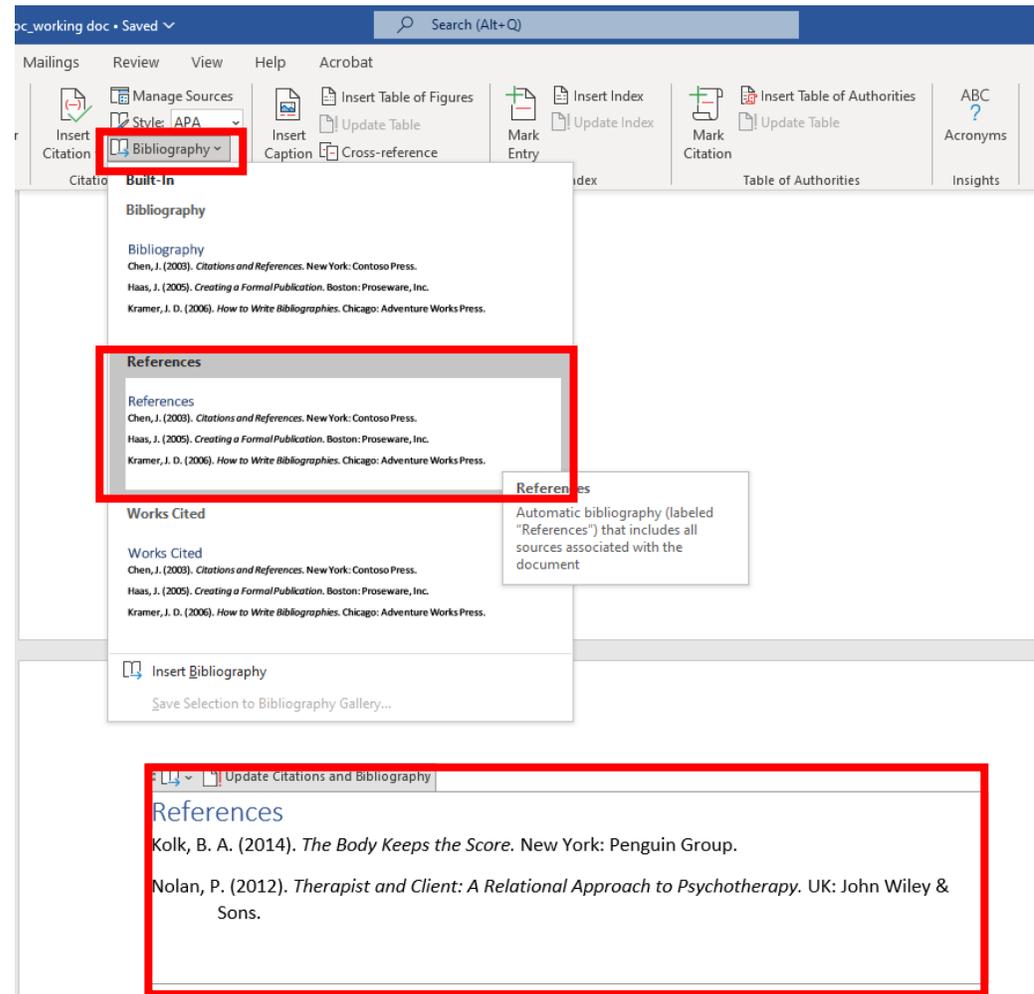
Mailings Review View Help Acrobat

Insert Citation Style: APA Bibliography

Kolk, Bessel A. van der  
The Body Keeps the Score,  
(2014)

Add New Source...  
Add New Placeholder...

Main Body (H1)  
Lorem ipsum dolor sit amet, consectetur  
rhoncus fermentum. Aliquam iaculis neq  
Mauris sagittis, nibh quis tristique sollicit  
eros ex at magna. (Kolk, 2014)



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Mailings Review View Help Acrobat

Insert Citation Style: APA Bibliography

References

Chen, J. (2003). *Citations and References*. New York: Contoso Press.  
Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.  
Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

References

Automatic bibliography (labeled "References") that includes all sources associated with the document

Works Cited

Chen, J. (2003). *Citations and References*. New York: Contoso Press.  
Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.  
Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

Insert Bibliography  
Save Selection to Bibliography Gallery...

Update Citations and Bibliography

References

Kolk, B. A. (2014). *The Body Keeps the Score*. New York: Penguin Group.

Nolan, P. (2012). *Therapist and Client: A Relational Approach to Psychotherapy*. UK: John Wiley & Sons.

# Inserting a Table of Figures



- A **Table of Figures** can also be automatically generated within Word.
  - This is limited to the information that was provided in the caption however.
  - [The APA requires more information for the reference list](#) such as the author, year of publication, title, description in brackets, and source. This may need to be added manually.
- To automatically generate a Table of Figures, use the **References** tab.

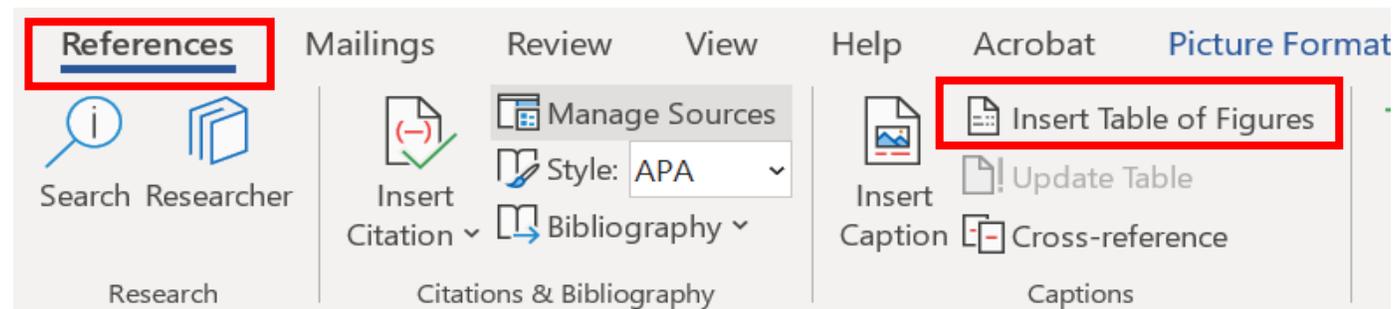


Table of Figures	
Image 1. Autumn Leaves .....	3
Image 2. Window of Tolerance.....	11

# Anti-Plagiarism Declaration



The following information is required on the final page of your essay. You can copy and paste the below.

## **Anti-plagiarism declaration**

Please include the following signed commitment on all written assignments submitted to Cork Counselling Services Training Institute.

I hereby certify that this assignment is entirely my own work, except where I cite differently or acknowledge sources in the text itself or in the list of references.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tip:** To quickly and easily insert your signature you can take a photo on your phone and insert it as an image.

# Saving as PDF

- To save your essay as a PDF to the **File** option on the top-right of your document.
- In the new window that appears, press **Save a Copy**.
- Expand the dropdown list underneath the title editor and select **PDF**.

The image shows a composite of three screenshots from Microsoft Word illustrating the steps to save a document as a PDF.

**Left Screenshot:** The 'File' tab is highlighted in the top ribbon. The 'Save a Copy' option is visible in the left-hand navigation pane.

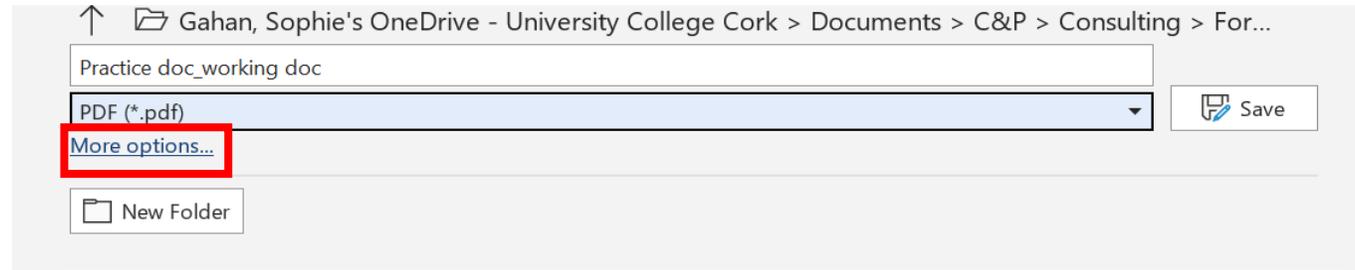
**Middle Screenshot:** The 'Save a Copy' dialog box is open, showing the 'University College Cork' OneDrive location. The 'PDF (\*.pdf)' option is selected in the file format dropdown menu.

**Right Screenshot:** A close-up of the file format dropdown menu in the 'Save a Copy' dialog. The 'PDF (\*.pdf)' option is highlighted, and a 'Save' button is visible to the right.

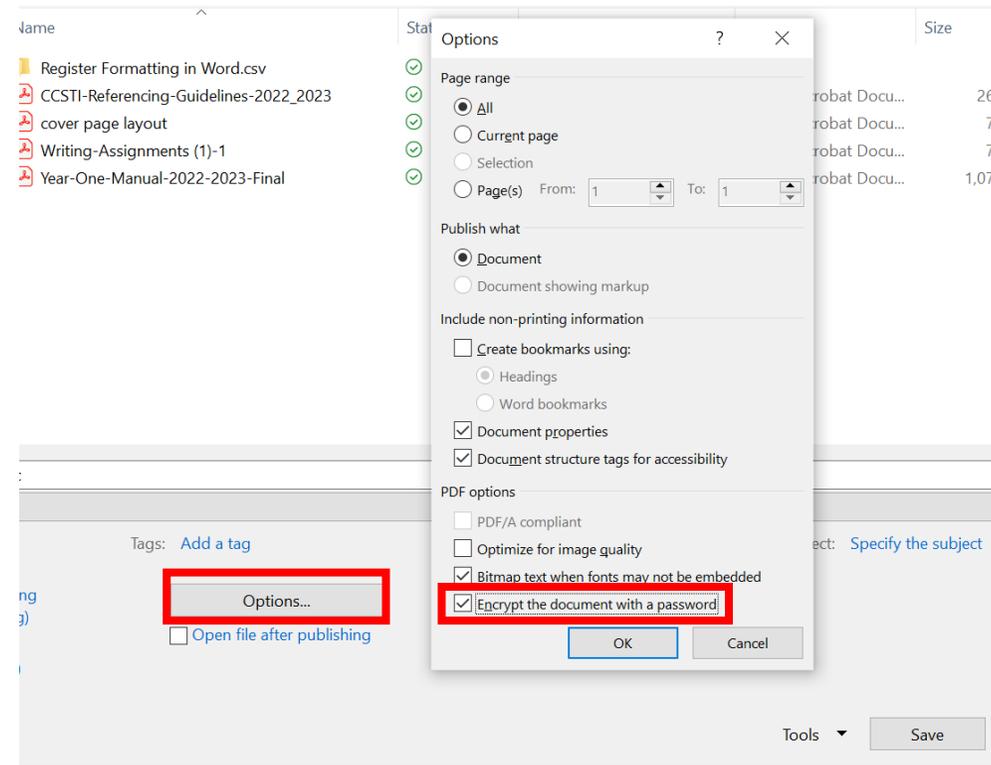
# Password-Protecting (1)



- After you have selected PDF, as seen in the steps previous, select **More Options**.

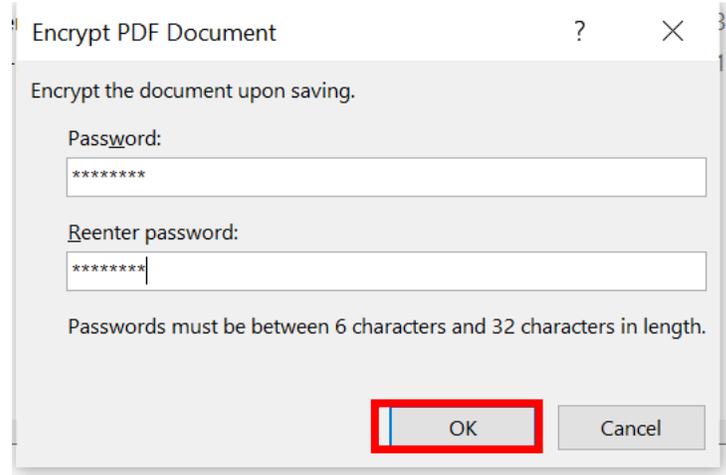


- On the File Explorer window select **Options** again, and tick **Encrypt the document with password**.

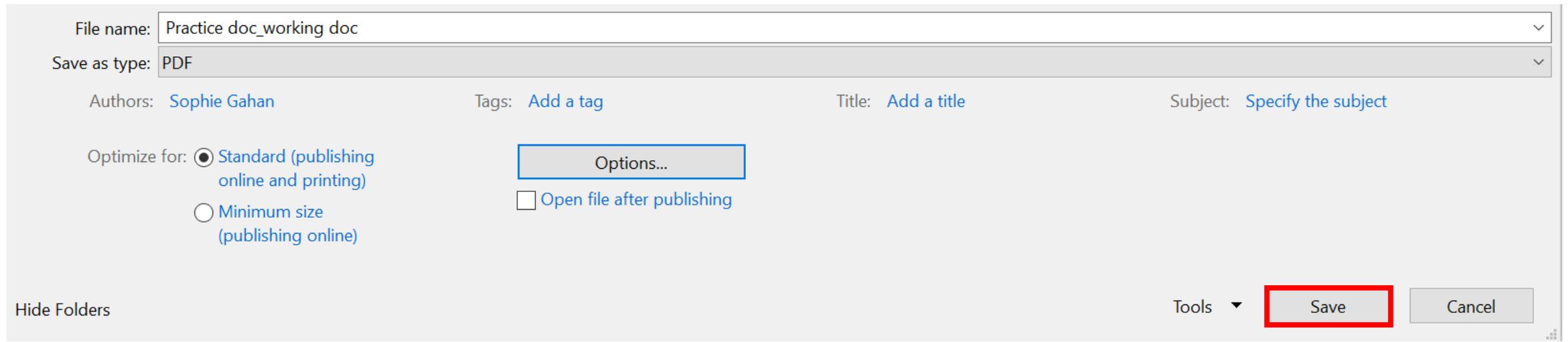


# Password-Protecting (2)

- Enter your password in the pop-up that appears and press **OK**.



- The File Explorer will reopen, press **Save**. The document will save to the selected folder.



# Resources

[Microsoft Support: Word](#)  
[apastyle.apa.org](#)

